

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

**O. M. BEKETOV NATIONAL UNIVERSITY
of URBAN ECONOMY in KHARKIV**

Methodological guidelines
for individual work
on the subject

“FOREING LANGUAGE”

*(for the 1-st year full-time students education level “bachelor”
specialty 281 – Public management and administration)*

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Unit 1 Contrast between the present simple and the present continuous

Table 1 – Contrast between the present simple and the present continuous

Present Simple	Present Continuous
Form	
<p>Positive statement: I play, He plays Negative statement: I do not play (I don't play), He does not play (He doesn't play) Question form: Do you play? Does he play? Negative question: Do you not play? (Don't you play?) Does he not play? (Doesn't he play?)</p> <p>Spelling</p> <ol style="list-style-type: none"> 1. We only use -s ending (plays) in the third person singular. 2. We add -es to the verbs that end in ss, sh, ch, x and o: misses, finishes, watches, mixes, goes. 3. If the verb ends in a consonant and -y, we change -y into -i and use the -es ending: carry — carries, try — tries. <p>!But: play — plays, because this verb ends with a vowel and -y</p>	<p>Positive statement: I am playing, You are playing, He is playing Negative statement: I am not playing (I'm not playing), You are not playing (You aren't playing), He is not playing (He isn't playing) Question: Are you playing? Is he playing? Negative question: Are you not playing? (Aren't you playing?) Is he not playing? (Isn't he playing?)</p> <p>The present continuous tense is formed with the verb to be and the present participle (-ing ending). The negative question normally expresses a surprise: Isn't he working?</p>
Use	
<p>Things which are always true: <i>Water boils at 100 degrees</i></p>	<p>Things which are happening at the moment of speaking: <i>The water is boiling now, so you can put in the pasta</i></p>
<p>Permanent situations (or nearly permanent; true for a few years at least): <i>Julie lives in London</i></p>	<p>Temporary situations: <i>Julie is living in Paris for a few months (usually she lives in London).</i> Situations which are slowly changing: <i>I'm getting better and better at speaking English</i></p>
<p>Habits or things we do regularly: <i>I drink coffee every morning</i></p>	<p>Temporary or new habits: <i>I'm drinking too much coffee these days because I'm so busy at work.</i> Annoying habits (usually with 'always'): <i>My flatmate is always leaving the kitchen in a mess!</i></p>

Use	
Future events which are part of a timetable: <i>My plane leaves at eight tonight.</i> To talk about the future after certain words ('when' 'until' 'after' 'before' 'as soon as'): <i>I'll call you when I get home</i>	Definite future plans: <i>I'm meeting John after class today</i>
To talk about what happens in books, plays and films: <i>At the end of the book, the detective catches the killer</i>	To talk about people in pictures and photos: <i>In this photo, my mother is walking beside a lake</i>

We do not normally use in the continuous the following groups of verbs (so called state verbs):

1. Of senses: **feel, hear, see, smell, taste**. On the other hand, **look, watch or listen** are action verbs and can be used in the continuous:

I can hear you. - I am listening to you.

Can you see the bird? - Are you looking at the bird?

2. Of liking and disliking: **like, love, hate, fear, detest, want, wish**, etc.

I like animals. I hate snakes.

3. Of mental states: **agree, believe, forget, know, remember, suppose, think**, etc.

I agree with you. I suppose you are right.

4. Of permanent states: **be, have, belong, contain, owe, own, possess**, etc.

This pen belongs to me. I have a new pet.

5. Of appearance: **seem, appear, look, sound**, etc.

It seems that it will rain. Your new haircut looks really good.

If some of these verbs are used in the present continuous, they have **a different meaning**. In such a case they become action verbs.

I **think** he is my best friend. (mental state) - I'm **thinking** of giving him a present. (mental activity)

He **has** a new bathroom. (possess) - He is **having** a bath. (take a bath)

I **see** what you mean. (know) - I **am seeing** a doctor. I am ill. (visit)

The flower **smells** beautiful. (scent) - The dog **is smelling** the sausage. (sniff)

This wine **tastes** sour. (It has a sour taste.) - She **is tasting** the soup if it is warm enough.

Practice.

1. Write the present simple or present continuous forms:

1. You (not / like) _____ chocolate.

2. She (not / study) _____ at the moment.

3. We often (go) _____ to the cinema.

4. He usually (not / do) _____ his homework.

5. They (not / eat) _____ rice every day.

6. We (not / study) _____ every night.

7. (You / like) _____ spicy food?
8. (She / go) _____ to Scotland often?
9. (He / eat) _____ now?
10. We (go) _____ to the cinema this weekend.

2. Put the verbs into the correct tense (present simple OR present continuous):

Harold Black's a famous pianist. He _____ (give) two or three concerts every week. He _____ (travel) a lot and this week he's in New York. He _____ (stay) at an expensive hotel. He's at his hotel now. He _____ (have) his breakfast in the dining-room. He _____ (drink) a cup of coffee and he _____ (read) a newspaper. Harold's always very busy. He _____ (play) the piano regularly. He _____ (practise) for four hours every day. He _____ (go) to bed late and he always _____ (get up) early. But he sometimes _____ (get) dressed too quickly, and this morning he _____ (wear) one blue sock and one red one!

3. Complete the sentences below using one of the verbs in the box in the correct form. You may use each verb once only.

enjoy	prefer	produce	work
play	seem	know	interview
wait	talk	finish	

1. I always _____ tennis on Fridays.
2. He _____ his report. He will bring it into the office when it is complete.
3. My parents phoned me this morning. They _____ themselves in the Seychelles. Champagne every night! In fact, they don't want to leave.
4. We _____ to entertain our guests in a local restaurant rather than the canteen. Although it is expensive, we can talk freely there.
5. I _____ the answer to your problem. Get a new computer.
6. 'Where is John?' 'In his office _____ for an important telephone call.'
7. I can't make the meeting tomorrow. I _____ the applicants for the sales manager's job.
8. My brother _____ for Shink Inc. which makes bathroom fittings.
9. Who _____ to Bill? Is it the new secretary?
10. The new contract _____ fine to me. However, could you just check it through once more?

5. Complete these sentences using the verbs in brackets. Use the present simple or present continuous.

- 1 Rodriguez *passes* to Messi who _____ just over the bar. Barcelona _____ much more in this half. (pass – shoot – attack)
- 2 A man _____ home late one night after the office Christmas party. His wife _____ for him, and she _____ to him. (arrive – wait – say)

3 I went to a concert yesterday in the Town Hall. In the middle of it, while the orchestra_____ this man suddenly_____ on his seat and _____ to conduct them. (play – stand – start)

6. Choose the correct sentence. Read the sentences and underline the correct one.

1.

- a) I doing this grammar test right now!
- b) I do this grammar test right now!
- c) I'm doing this grammar test right now!

2.

- a) I'm not usually reading adventure stories.
- b) I don't usually read adventure stories.
- c) I'm not usually read adventure stories.

3.

- a) My parents get up very early every day.
- b) My parents are getting up very early every day.
- c) My parents gets up very early every day.

4.

- a) My best friend play at my house after school on Fridays.
- b) My best friend plays at my house after school on Fridays.
- c) My best friend is playing at my house after school on Fridays.

5.

- a) My brother doesn't watching TV right now because he has to do his homework.
- b) My brother doesn't watch TV right now because he has to do his homework.
- c) My brother isn't watching TV right now because he has to do his homework.

7. Find the mistake, underline it and write the correct sentence.

a. We're make a cake for mum's birthday now.

b. Every Sunday I'm calling my grandmother.

c. At the moment my sister doesn't studying English.

d. My parents take the dog for a walk right now.

e. My brother is never eating peanuts because he's allergic.

Unit 2 Contrast between the past simple and the past continuous

Table 2 – Contrast between the past simple and the past continuous

Past simple and past continuous tense		
Past simple		Past continuous
Form		
Form - regular verbs	Form - irregular verbs	
<p>Positive statement: I watched, He watched Negative statement: I did not watch (I didn't watch), He did not watch (He didn't watch) Question: Did you watch? Neg. question: Did you not watch? (Didn't you watch?) It is formed by -ed ending. It is the same for all persons, singular and plural.</p> <p><i>*Spelling</i> We add -d (not -ed) to the verbs that end with -e: like - liked If the verb ends with a consonant and -y, we change -y into -i: carry - carried, try - tried. But: play — played, because this verb ends with a vowel and -y. If the verb has only one syllable and ends with a vowel and a consonant, we double the consonant to keep the same pronunciation: stop - stopped. The same rule</p>	<p>All the irregular verbs have different forms: go - went, buy — bought, cut — cut etc. The question and negative are made in the same way: I went - Did you go? No, I did not go.</p> <p><i>Notes</i> We do not use the auxiliary verb did with the verb to be and modal verbs. Were you a student? Was he in London? I was not at home. He was not happy. Could you sing? Could he come? I could not swim. He could not stay. The auxiliary verb did is not used in questions beginning with wh-pronouns (who, which) in case that the pronoun is the subject of the question. Who met you? (who is the subject) Which train arrived on time? (which train is the subject) But: Who did you meet? Which train did you miss? (who and which train are the objects)</p>	<p>Positive statement: I was watching, You were watching Negative statement: I was not watching (I wasn't watching), You were not watching (You weren't watching) Question: Were you watching? Was he watching? Neg. question: Were you not watching? (Weren't you watching?) Was he not watching? (Wasn't he watching?) The past continuous tense is formed with the past tense of the verb to be and the present participle (-ing form).</p>

applies to the verbs that end with - travel — travelled	The negative question normally shows a surprise. Didn't you know it?	
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Table 3 – How to use Past simple and Past continuous

Use	
Past simple	Past continuous
<p>1. We use the past simple for activities or situations that were completed in the past at a definite time.</p> <p>a) The time can be given in the sentence: I came home at 6 o'clock. When he was a child, he didn't live in a house.</p> <p>b) The time is asked about: When did they get married?</p> <p>c) The time is not given in the sentence, but it is clear from a context that the action or situation finished in the past. He is 20 years old. He was born in Canada. I've been to Iceland. (present perfect) - Did you enjoy it? (past simple)</p>	<p>1. Combined with the past simple tense to describe the idea that the action in the past continuous started before the action in the past simple and continued after it. When she saw me, I was looking at the trees. (These two activities happened at the same time. I was looking at the trees for some time and she saw me in the middle of it.) Compare with the past simple: When she saw me, I looked at the trees. (These two activities happened one after another. First, she saw me and then I looked at the trees)</p>
<p>2. We use it for repeated actions in the past. We walked to school every day. - And did you ever go by bus?</p>	<p>2. With a point in time to express an action that started before that time and continued after it. At 8 o'clock Jane was having a bath. (At 8 o'clock she was in the middle of the activity. She did not finish it.) Compare with the simple tense: At 8 o'clock Jane had a bath. (She started the activity at 8 o'clock and finished it)</p>
<p>3. It is used in stories to describe events that follow each other. Charles entered the hall and looked around. He took off his coat and put it on a chair. He was at home</p>	<p>3. To describe a situation, while the past simple is used to tell a story. The sun was shining. Jack and Jill were lying on the beach. Jack was reading a book and Jill was sleeping.</p>

	All of a sudden, Jack raised his head. Jill woke up. Something happened
	4. For incomplete activities in contrast with the past simple, which is used for completed activities. I was reading a book yesterday. And today I am going to continue. I read the book yesterday. I can lend it to you now

Verbs that are not used in the progressive form

The following verbs are not generally used in a progressive form.

a) *stative verbs*

be, cost, fit, mean, remain, suit*

Example:

The weather was awful.

b) *verbs that indicate possession/belonging*

*belong, have**

Example:

I didn't have a lot of luggage.

c) *verbs of sensory perception*

feel, hear, see*, smell*, taste*, touch*

Example:

I saw many villages.

d) *verbs that express feelings*

hate, hope, like, love, prefer, regret, want, wish

Example:

My friends preferred to spend their holidays by the sea.

e) *verbs of thought and recognition*

believe, know, realise, recognise, seem, think, understand*

Example:

I thought they would be sitting at the beach all day.

***exceptions**

Some stative verbs also have a progressive form, but the meaning of the progressive form is slightly different.

Table 4 – Stative and progressive forms of verbs

verb	stative form		progressive form	
	meaning	example	meaning	example
be	state	The weather was wonderful.	deliberate behaviour	He <i>was being</i> silly.

have	possession	He <i>had</i> a red bicycle.	in particular expressions	He <i>was having</i> a good time.
feel	opinion	I <i>felt</i> it was a great day at the beach.	feel (health)	He <i>wasn't feeling</i> well.
	feel (sense)	It felt like it was going to rain.	touch	I was feeling the warm sand between my toes.
see	sight	I <i>saw</i> my friends at the beach.	be together with somebody	Nigel and Beatrice <i>were seeing</i> each other.
	understand	I <i>saw</i> your point of view.	have an appointment, meeting	I <i>was seeing</i> my friends that afternoon.
smell	smell (sense)	It <i>smelt</i> like rain.	smell something (action)	Why <i>were</i> you smelling your bicycle?
taste	try (sense)	The ice-cream <i>tasted</i> delicious.	try, test (action)	I <i>was tasting</i> the ice-cream to see if it'd been poisoned.
think	believe	I <i>thought</i> it was going to be hot that day.	contemplate	What <i>were</i> you <i>thinking</i> about?

Practice 1

Table 5 – Past simple and Past continuous

Past simple	Past continuous
1(A) Write the past simple form of these regular and irregular verbs.	1(B) Write the -ing form of the verbs.
cry —	live —
travel —	dance —
send —	come —
enjoy —	sit —
stop —	open —
break —	visit —
fall —	start —
chat —	insert —
happen —	
say —	
know —	
try —	
cut —	
turn —	

(A) Complete the sentences with the past simple form of the verbs in Exercise 1(A).	(B) Complete the sentences with the past continuous form of the verbs in Exercise 1(B).
Last summer, my friend and I _____ around the south of France. We really ourselves.	Who was that guy you _____ with at the party?
_____ you at the end of the film? I thought it was really sad. That was lucky!	Paula _____ home from school when she saw an accident.
Sarah is very angry. What _____ you to _____ her? You _____ to her yesterday.	In 1999 my father _____ in Dublin. That's where he met my mother.
I _____ my grandmother an email yesterday with a photo but she _____ (not) how to open the attachment!	He _____ the box when he cut his finger.
My mobile phone on the floor but the screen _____ (not). That was lucky!	This time last week, we _____ my grandmother.
I didn't see the accident. It all _____ very quickly.	I _____ at the back of the classroom so I couldn't see the screen.
My PC was making a strange noise so I using it and _____ it off.	Andrew _____ a photo into his document when the teacher stopped the class.
We _____ to open the box with a knife but my dad _____ himself. There was blood everywhe	I _____ to do my homework when my friend sent me a message.

2. Choose the correct options.

1. I *listened* / *was listening* to the radio when I *heard* / *was hearing* this fantastic song.
2. When *the teacher said* / *was saying* 'Stop!', I still *tried* / *was still* trying to finish the last question.
3. I feel really silly! While I *danced* / *was dancing*, I *fell* / *was falling* and broke / was breaking my elbow.
4. Tim *played* / *was playing* a computer game when his mum *called* / *was calling* him for lunch.
5. I *looked* / *was looking* for a file on my memory stick when I *noticed* / *was noticing* there was a virus.
6. Ron *found* / *was finding* a really interesting website about dance music while he *surfed* / *was surfing* the internet.
7. My mum *had* / *was having* breakfast near the computer when she *spilled* / *was spilling* her cup of coffee on the keyboard.

8. When you *saw* / *were seeing* me yesterday, I *didn't go* / *wasn't going* to school, I *went* / *was going* to the doctor's – I felt terrible.
9. How many pictures *did you take* / *were you taking* while you travelled / were travelling around Ireland?
10. Why *did you chat* / *were you chatting* to Philip while I *tried* / *was trying* to tell you something really important?

3. Choose the past simple or past continuous.

1. He _____ (sleep) when the doorbell _____ (ring).
2. We _____ (eat) dinner at 8pm last night (we started eating at 7:30).
3. Yesterday I _____ (go) to the post office, _____ (buy) some fruit at the supermarket and _____ (read) a book in the park in the afternoon.
4. We _____ (watch) TV when we _____ (hear) a loud noise.
5. Julie _____ (be) in the garden when Laurence _____ (arrive).
6. A: What _____ (you / do) at 3pm yesterday?
B: I _____ (clean) my house.
7. Last year I _____ (visit) Paris and Rome.
8. They _____ (have) dinner when the police _____ (come) to the door.
9. He _____ (work) in the garden when he _____ (find) the money.
10. Laura _____ (study) at 11pm last night. May be freely copied for personal or classroom use.

4. Find mistakes and correct them. I was doing my homework first and then I had a rest.

1. My mum was often driving when she was younger.
2. While daddy didn't look, Susan put his key in her pocket.
3. I needed to talk to her. And at 10 I was calling her.
4. I saw you with Jill at the cafe. You talked.
5. Your English is very good. Where were you studying?
6. As they walked along the river, they saw something in the water.
7. I was taking her to Dover. We had a great time.
8. The weather was perfect when the sun was shining. But it was changing soon.
9. When he met her, she wore a hat.

Unit 3 Contrast between the present perfect simple and the present perfect continuous

Table 6 – Contrast between the present perfect simple and the present perfect continuous

Present perfect simple	Present perfect continuous
Form	
<p>Positive statement: <i>I have cooked, I have written, He has cooked, He has written (I've cooked, He's cooked)</i></p> <p>Negative statement: <i>I have not worked (I haven't worked), He has not worked (He hasn't worked)</i></p> <p>Question: <i>Have you worked?</i></p> <p>Neg. question: <i>Have you not worked? (Haven't you worked?)</i></p>	<p>Positive statement: <i>I have been cooking, He has been cooking</i></p> <p>Negative statement: <i>I have not been cooking (I haven't been cooking), He has not been cooking</i></p> <p>Question: <i>Have you been cooking?</i></p> <p>Neg. question: <i>Have you not been cooking? (Haven't you been cooking?)</i></p>
<p><i>Her bedroom was green. Now it is yellow. She has painted her bedroom.</i></p> <p>Has painted is the present perfect simple. Here, the important thing is that something has been finished. Has painted is a completed action. We are interested in the result of the activity (the painted bedroom), not the activity itself</p>	<p><i>There is paint on Kate's clothes. She has been painting her bedroom.</i></p> <p>Has been painting is the present perfect continuous. We are thinking of the activity. It does not matter whether it has been finished or not. In this example, the activity (painting the bedroom) has not been finished</p>
Compare these examples:	
<ul style="list-style-type: none"> • My bike is OK again now. I've repaired it. • Somebody has eaten all the chocolates. The box is empty. • Where's the book I gave you? What have you done with it? • Have you ever played tennis? 	<ul style="list-style-type: none"> • My hands are very dirty. I've been repairing my bike. • Joe has been eating too much recently. He should eat less. • It's nice to see you again. What have you been doing since we last met? • Where have you been? Have you been playing tennis?
Use	
<p>We use the simple to say how much, <i>how many or how many times</i>:</p> <ul style="list-style-type: none"> • How much of that book have you read? • Lisa is writing emails. She's sent lots of emails this morning. • They've played tennis three times this week. • I'm learning Arabic, but I haven't learnt very much yet 	<p>We use the continuous to say <i>how long</i> (for something that is still happening):</p> <ul style="list-style-type: none"> • How long have you been reading that book? • Lisa is writing emails. She's been writing emails all morning. • They've been playing tennis since 2 o'clock. • I'm learning Arabic, but I haven't been learning it very long

*Some verbs (for example, *know/like/believe*) are not normally used in the continuous: *I've **known** about the problem for a long time.* (**not** I've been knowing)
*How long **have you had** that camera?* (**not** have you been having)

Practice.

1. Tick the correct sentences. If a tense is not correct, underline it and write the correct form.

Example:

I have never been seeing a ghost.

have never seen

1. Look. The girl has been buying four dictionaries.

2. I haven't eaten anything since I arrived.

3. Let's stop for a while. You've driven all morning.

4. Have you ever been sleeping in a tent?

5. He's been sleeping too long. Wake him up!

6. I'm sorry. How long have you been waiting?

7. I've been meeting your sister several times.

8. I've been knowing him since he was born.

9. Help yourself. Mum has been making delicious toasts.

10. He is sunburnt. He's been lying on the beach all day.

11. I've gone to France for five years now.

12. Don't give up. You haven't been trying this way yet.

2. Complete the sentences with one of the options.

I have been staying at this hotel

.....

a) for a long time

b) a long time ago

c) from May

My father has been going to

work.....

a) already

b) since he left school

c) daily

Have you told the manager

..... ?

a) in time

b) in the morning

c) yet

We had a
radio so far.

- a) have never
- b) never
- c) never have

She hasn't been eating meat

.....

- a) lately
- b) yet
- c) since a long time

I've bought it

.....

- a) at the shop
- b) for you
- c) yesterday

The airline hasn't cancelled the
flight

- a) already

b) last time

c) yet

..... have
you been studying abroad?

- a) how many times
- b) how often
- c) how long

I've been trying to contact him

.....

- a) before
- b) all day
- c) then

We've never been

.....

- a) in Africa
- b) to Africa
- c) at Africa

3. Use the words in brackets to complete these sentences.

(mend)

1. We can go home. We three cars today.
2. We cars since the morning and we aren't finished.

(make)

3. She puddings all day. She's pretty tired.
4. How many puddings she

(look for)

5. I my keys since we came home. Where are they?!
6. I my keys several times. But I haven't found them.

(do)

7. Sam is so angry with you. What you to him?
8. You are so dirty! What you

(not work)

9. Joy on this computer yet.
10. Joy on the computer these days. It is broken.

(have)

11. How many years he this car?
12. How long he the shower? I badly need the bathroom.

(not sleep)

13. I'm shattered. I well lately.
 14. Is the new bed comfortable? I on it so far.

4. Complete the following lines with one of the options.

1. Paul has gone
2. Paul has been going
 - a) out with Charlene for a couple of months.
 - b) to Paris for a few days.
3. What have you been doing?
4. What have you done?
 - a) Your face is so red.
 - b) Have you called him?
5. I've typed
6. I've been typing.
 - a) three letters since you came home.
 - b) letters since you came home.
7. How long
8. How many times
 - a) have you been trying to contact me?
 - b) have you tried to contact me?
9. Someone has eaten our toasts.
10. Someone has been eating our toasts.
 - a) There is only one toast left.
 - b) They are all gone.
11. We have visited England
12. We have been visiting England
 - a) six times.
 - b) for six years.
13. Why is the table in such a mess?
14. Have something to eat. Here you are.
 - a) I've been making a salad.
 - b) I've made a salad.

Unit 4 Past perfect simple and past perfect continuous

Table 7 – Past perfect simple and Past perfect continuous

Past perfect simple	Past perfect continuous
Form	
It is made with the auxiliary verb <i>had</i> + past participle (which is different for regular and irregular verbs: <i>-ed</i> ending for regular verbs, e.g. <i>worked, travelled, tried</i> , different forms for irregular verbs,	The past perfect continuous tense is made with the auxiliaries <i>had been</i> + present participle (<i>-ing</i> ending, e.g. <i>working, trying, writing, singing</i>) Positive statement: <i>I had been doing.</i> Negative statement: <i>I had not been</i>

<p>e.g. <i>written, made, sung</i>).</p> <p>Positive statement: <i>I had travelled, He had done.</i></p> <p>Negative statement: <i>I had not done (I hadn't done)</i></p> <p>Question form: <i>Had I done?</i></p> <p>Negative question: <i>Had I not done? (Hadh't I done?)</i></p>	<p><i>doing.</i></p> <p>Question form: <i>Had I been doing?</i></p> <p>Negative question: <i>Had I not been doing?</i></p>
Use	
<p>1. We use the past perfect simple tense to make it clear that an event was completed before another event.</p> <p><i>The door bell rang at last. I had been in the room since breakfast.</i> (The bell rang at noon. I came in the morning - before that.)</p> <p><i>I was so hungry! I had not eaten anything since the morning.</i> (It was late at night.)</p> <p>2. It is used to refer to activities that were completed before a point of time.</p> <p><i>In 2005 I had lived in the same place for ten years. Had you ever travelled by plane before your holiday in Spain?</i></p>	<p>It is used for activities that began before a point of time and were still continuing at that point of time.</p> <p><i>Last summer Josh had been renovating his house for two years.</i> (He started three years ago and last summer he was still renovating his house.)</p> <p>!Note</p> <p>The past perfect continuous and the present perfect continuous are basically very similar. The difference is, however, that in the present perfect we refer to the present times.</p> <p><i>I have been practising since the morning.</i> (I am still practising.)</p> <p><i>At 11 o'clock I had been practising for two hours.</i> (I began at 9 o'clock and at 11 o'clock I was still practising)</p>

Practice.

1. Choose the correct answer.

- I love this writer's books. I (have been reading / had been reading) them for years.
- His clothes were dirty because he (has been working / had been working) in the garden.
- Where have you been? We (had been waiting / have been waiting) for you for ages.
- He hasn't decided on a career yet, but he (has been thinking / had been thinking) about it lately.
- After she (has been playing / had been playing) the violin for ten years, she joined an orchestra.

2. Make the past perfect continuous or the past simple:

- I _____ (wait) for hours, so I was really glad when the bus finally _____ (arrive).

2. Why _____ (be) the baby's face so dirty? He _____ (eat) chocolate.
3. I _____ (see) John yesterday, but he _____ (run) so he was too tired to chat.
4. It _____ (rain) and the pavement _____ (be) covered with puddles.
5. When I _____ (arrive), it was clear that she _____ (work). There were papers all over the floor and books everywhere.
6. They _____ (study) all day so, when we _____ (meet), they were exhausted.
7. The boss _____ (talk) to clients on Skype for hours, so she _____ (want) a break.
8. I _____ (drink) coffee all morning. By lunchtime, I _____ (feel) really strange.
9. Lucy _____ (hope) for a new car, so she was delighted when she _____ (get) one.
10. I _____ (dream) about a holiday in Greece! I couldn't believe it when my husband _____ (book) one as a surprise!

3. Rewrite the sentences and keep the same meaning.

1. After finishing his drink he got up.
After he his drink he got up.
2. His driving too fast caused an accident.
He had an accident as he too fast.
3. Everyone sat down. The show started.
The show started when everyone down.
4. It was 5 °C. Then the snow disappeared.
The snow disappeared because it 5°C.
5. After switching on the radio she heard the news.
After she on the radio she heard the news.
6. The ship sailed for two days. It landed in Nice.
The ship landed in Nice after it for two days.
7. He moved furniture. He started at 9 o'clock and finished at 3 o'clock.
At 3 o'clock he furniture for 6 hours.
8. Ben made a mistake. He apologized.
Ben apologized that he a mistake.
9. I read the book. I didn't want to read it again.
I didn't want to read the book again because I it.
10. After swimming all day they were hungry.
They were hungry because they all day.

4. Tick the correct sentences. If a tense is not correct, underline it and write the correct form.

1. We sold our new house after we had bought a new one.
2. The road was blocked because a tree had been falling on it.
3. The street was icy in the morning as it had frozen all night.
4. I was full of energy because I had been having big lunch.
5. Had you ever slept in a tent before your holiday in Italy?
6. He'd been sleeping too long. That's why he was so morose!
7. There was no egg left. How many eggs had you been cooking?
8. I'd been calling Jane five times before she picked up the phone.

5. Choose the correct answer.

1. Don't come before seven. I my homework.
a. haven't finished b. won't have finished c. hadn't finished
2. She loves animals. She a dog for as long as she can remember.
a. has had b. had had c. will have had
3. Jack wanted to know why Sally to him yet.
a. hasn't written b. hasn't been writing c. hadn't written
4. We him, so we were very surprised to see him.
a. haven't been expecting b. haven't expected c. hadn't been expecting
5. His playing has improved because he all month.
a. will have practised b. has been practising c. had practised

Unit 5 Perfect and simple tenses

1. Write appropriate forms of past simple or past perfect tenses.

1. he (know) her for a long time before they (get) married?
- 2 He (drive) down the hotel where they (spend) their honeymoon years ago.
3. When we (get) to the station the train (already / leave).
4. He (sit) at a table by the window where he (have) a meal with Jane.
5. Why he (not / ask) her to wait and think again before she (leave) Paris.
6. He was wondering why he (let) her leave so easily.
7. He knew he (earn) that money with a great difficulty.
8. After they (go), he (sit) down and (light) a cigarette.

9. He (have to) go to work by bus because his car (break) down.

10. He (angry) before he (hear) my offer.

2. Complete the conversation with the present perfect, past simple or present simple form of the verbs in brackets.

A: 1..... you (hear) anything from Julia in the last few weeks?

B: Yes, she's in Madrid. She 2..... (be) there since Saturday.

A: Oh, yeah! I 3..... (forget) about that. 4she (go) with her parents?

B: Yes, I think so. They 5..... (go) to Madrid every Christmas. I think her brother 6 (live) there. He 7..... (be) there for a couple of years.

A: I..... 8 always (want) to visit Madrid. It's such a beautiful city.

B: Do you think so? I've heard that it's really hot in summer and really cold in winter.

A: My parents 9..... (go) there last summer. I 10..... (not go) because I 11..... (have) exams.

B: Oh yes, I remember that. 12..... you (pass) them all?

A: No, I 13..... (fail) Spanish so I decided to take extra classes. I 14..... (start) them in September.

B: So, 15..... your Spanish (get) better since then?

A: Yes, I think so. I 16..... really (improve) my vocabulary, especially since I met Pedro!

B: Pedro? Who 17..... (be) Pedro?

A: He's my new boyfriend. We 18..... (be) together for three weeks now!

3. Complete the story with the correct form of the verbs in brackets. Use the present simple, past simple, present perfect or past perfect.

When Kakenya Ntaiya from Kenya was fourteen, she 1..... (make) a deal with her father. He would let her finish high school or she 2 (threaten) to run away. Maasai girls didn't usually finish high school, but her father 3..... (accept). Ntaiya said, 'I had always liked going to school and I 4..... (always dream) of being a teacher.' But Ntaiya 5..... (be) engaged to be married since the age of five and spent a lot of her childhood learning how to be a good Maasai wife. However, she was very good at school and she 6..... (win) a scholarship to go to the USA. The villagers where she lived 7..... (collect) money for her flight and Ntaiya 8..... (promise) to come back to help the village. When she 9..... (finish) her degree she 10..... (work) for a while at the UN and then got a doctorate. In 2009, she 11..... (set) up a primary school in her old village. This school 2..... now (help) more than 150 girls to get a good education. Ntaiya 13..... (keep)

her promise to her village. The girls at the school 14..... (want) to be teachers, doctors or lawyers. But there 15..... (be) problems. At first the villagers 16 (not want) to give Ntaiya the land for the school but many parents now 17..... (realise) how important a good education can be for their daughters.

Unit 6 The future

Table 8 – The future

Future I'm going to	Future I will	Simple Present	Present Progressive
Use			
plan	action in the future that cannot be influenced	action set by a timetable or schedule	action already arranged for the near future
intention	prediction		
decision made for the future	quick decision		

Future simple tense

Form

Positive statement: I will learn (I'll learn), He will learn (He'll learn)

Negative statement: I will not learn (I won't learn), He will not learn (He won't learn)

Question: Will you learn?

Neg. question: Will you not learn? (Won't you learn?)

To be going to

Form

Subject + to be (am, is, are) + not + going to + infinitive

Positive statement: I am going to cook (I'm going to cook), He is going to cook (He's going to cook), We are going to cook (We're going to cook).

Negative statement: I am not going to cook (I'm not going to cook), He is not going to cook (He isn't going to cook), We are not going to cook (We aren't going to cook).

Question: Am I going to cook? , Is he going to cook? , Are we going to cook?

Neg. question: Am I not going to cook? , Is he not going to cook? , Are we not going to cook?

Practice.

1. Read parts of the sentences and match them with their meanings.

1. I am going to the cinema tonight. – I will join you!

2. I am going to have lunch with my parents on Monday.
3. We are going to watch a football match tomorrow.
4. It's Jane's birthday today. – I'll call her!
5. You will marry an attractive, intelligent person!
6. Personal TVs will be as small as watches.
7. Hurry up! The train leaves in ten minutes!
8. The TV show starts tonight.

- a) Prediction about the future
- b) A quick decision
- c) Timetable
- d) A plan or an intention

2. Underline the most suitable form.

1. I hope Ben *is recovering* / *will recover* from his illness sooner or later.
2. I've already decided. I *won't lend* / *am not going to lend* him any money.
3. I can see your luggage is quite heavy. I *will take* / *am going to take* it.
4. *Will you do* / *Are you doing* anything tonight? We could go to the cinema.
5. The weather forecast says it *will warm up* / *is warming up* soon.
6. Sorry, I can't go out with you tonight. Jim and I *are meeting* / *will meet* at the cafe.
7. Do you need an architect, because you *are opening* / *are going to open* a new shop?
8. We've already booked the tickets. We *are leaving* / *are going to leave* by the 10.15 train.
9. Please, put the vase back on the table or you *will break* / *are breaking* it.
10. I've bought this old house, because I *am reconstructing* / *am going to reconstruct* it.

3. Put the verbs into the correct form (will, going to, simple present, present progressive)

1. I love London. I (probably / go) there next year.
2. Our train (leave) at 4.47.
3. What (wear / you) at the party tonight?
4. I haven't made up my mind yet. But I think I (find) something nice in my mom's wardrobe.
5. This is my last day here. I (go) back to England tomorrow.
6. Hurry up! The conference (begin) in 20 minutes.
7. My horoscope says that I (meet) an old friend this week.
8. Look at these big black clouds! It (rain).
9. Here is the weather forecast. Tomorrow be (dry) and sunny.

4. Open the brackets to put the verbs in the correct form (Future Simple, Present Simple, Present Continuous, be going to):

1. A: Why are you turning on the television?
B: (I/watch) the news.
2. A: Oh, I've just realized. I haven't got any money.
B: Haven't you? Well, don't worry. (I/lend) you some.
3. A: I've got a headache.
B: Have you? Wait there and (I/get) an aspirin for you.
4. A: Why are you filling that bucket with water?
B: (I/wash) the car.
5. A: I've decided to repaint this room.
B: Oh, have you? What colour (you/paint) it?
6. A: Where are you going? Are you going shopping?
B: Yes, (I/buy) something for dinner.
7. A: I don't know how to use this camera.
B: It's quite easy. (I/show) you.
8. A: What would you like to eat?
B: (I/have) a sandwich, please.
9. A: Did you post that letter for me?
B: Oh, I'm sorry. I completely forgot. (I/do) it now.
10. A: The ceiling in this room doesn't look very safe, does it?
B: No, it looks as if (it/fall) down.

Unit 7 Modal verbs

To express **permission**, **prohibition**, **obligation** and no **obligation** we usually use modal verbs.

Permission

Can is often used to ask for and give permission.

- *Can I sit here?*
- *You can use my car if you like.*
- *Can I make a suggestion?*

We can also use **may** and **could** to ask for and give permission but **can** is used more often.

Prohibition

Both **can't** and **mustn't** are used to show that something is prohibited – it is not allowed.

- *You can't park here, sir.*

- *You can wear jeans but you can't wear trainers in that bar.*
- *You mustn't speak when the teacher is speaking.*

Can't tells us that something is against the rules. **Mustn't** is usually used when the obligation comes from the person who is speaking.

Obligation

Have to and **must** are both used to express obligation. There is a slight difference between the way they are used.

Have to shows us that the obligation comes from somebody else. It's a law or a rule and the speaker can't change it.

- *Do you have to wear a uniform at your school?*
- *John can't come because he has to work tomorrow.*
- *In Britain you have to buy a TV licence every year.*

Must shows us that the obligation comes from the speaker. It isn't a law or a rule.

- *I must call my dad tonight.*
- *You must hand in your homework on Tuesday or your mark will be zero.*
- *You must come and visit us the next time you come to London.*

No obligation

We use **don't have to** to show that there is no obligation. You can do something if you want to but it's not compulsory.

- You don't have to wear a tie in our office. You can wear a tie if you want to but it's OK if you don't.
- It'll be nice if you do but you don't have to come with me if you don't want to.
- You don't have to dress up for the party. Wear whatever you feel comfortable in.

Practice.

1. Rewrite the sentences with *can, may, must or have to*.

Ex.: Is that all right if I borrow your pen?

May/Can I borrow your pen?

1. Don't park your car on bends. It is illegal.

You

2. Perhaps she will agree with it. Who knows?

She

3. Our teacher asked us to tidy the classroom.

We

4. I need your help. It's too much work for me.
You
5. Look at that balloon. It's over there.
..... see ?
6. Don't worry about dinner. I'll make it.
You
7. It is not necessary to be there.
We
8. Why don't you stay with us? No problem!
You

2. Use **MUST** / **MUSTN'T** / **HAVE TO** or **(NOT) HAVE TO**:

1. I can stay in bed tomorrow morning because I.....work.
2. Whatever you do, you touch that switch. It's very dangerous.
3. You forget what I told you. It's very important.
4. We leave yet. We've got plenty of time.
5. Ann was feeling ill last night. She leave the party early.
6. I go to the bank yesterday to get some money.
7. The windows are very dirty. I clean them.
8. The windows aren't dirty. You clean them.
9. We arrived home very late last night. We wait half an hour for a taxi.
10. These cakes are very nice. You have one.

3. Make questions to match the answers.

- 1..... ? - No, they needn't help her.
- 2..... ? - No, you mustn't park here.
- 3..... ? - Yes, you can tell him.
4. How many exercises ? - You must do three exercises.

4. Correct the mistakes and write these sentences on the line below.

1. You haven't to wear uniform in the sixth form.
2. We don't must make any noise; my grandfather's sleeping.
3. You really should to go and see a doctor about that.
4. He doesn't should talk to people like that.
5. Why we always have to come to the same café?

Unit 8 Nouns. Singular and plural of nouns

Table 9 – Singular nouns

SINGULAR NOUNS	
Collections	
noun	sentence
Furniture	<i>She bought new furniture last week.</i>
Fruit	<i>Would you like some fruit?</i>
Hair	<i>Your hair looks lovely</i>
Some nouns, ending in –s	
noun	sentence
News	<i>Good evening. Here is the news.</i>
Physics	<i>Physics is our first lesson on Monday morning.</i>
Progress	<i>Progress was made in developing new technologies.</i>
The United States	<i>The United States is a country with 50 federal states.</i>
Special nouns	
noun	sentence
Homework	<i>My Maths homework was not easy.</i>
information	<i>For further information on the hotel, phone us at....</i>
Knowledge	<i>His knowledge of English is excellent.</i>

PLURAL NOUNS

Spelling rules for plural nouns:

1. Add -s to regular plurals. Adding an s is all you need to form a regular plural:

file – files, centre – centres, girl – girls, book – books, computer – computers, ambition – ambitions.

2. Add -es to words ending in **-ch, -s, -sh, -x, -z**:

wash - washes, box – boxes, match – matches, glass – glasses, bus – buses, business - businesses.

*There's one exception to this rule. If the -ch ending is pronounced with a 'k' then add -s (*stomach – stomachs*)

3. Change to ves or add s.

Some words ending in f or fe change to ves: *knife - knives, life - lives, wife - wives, shelf - shelves*

Exceptions: add s: *roof – roofs, proof – proofs, chief – chiefs*

*Words ending in ff add s: *cliffs, sniffs, scoffs, toffs, stiffs, tiffs.*

*These words can be either ves or s: *scarf – scarves or scarfs, dwarf – dwarves or dwarfs*

4. Change -y to **-ies** or **-s**.

a. If the word ends in a vowel (a,e,i,o,u) + y then just add s:

boy – boys, journey – journeys, key – keys, tray – trays

b. If the word ends in a consonant + y change y to ies:

country – countries, baby – babies, body – bodies, memory – memories

5. Adding **s** or **es** to words ending in **-O**:

a. If a word ends in a **vowel (a,e,i,o,u) + 'o'** then we sometimes add s.

radio - radios, stereo - stereos, video - videos

b. If a words ends in a **consonant + 'o'**, we sometimes add s, sometimes es.

!No rules for this – you just have to learn the common words, or use a dictionary.

kilo –kilos, zero –zeros, piano – pianos, photo –photos

but hero - heroes, potato - potatoes, volcano - volcanoes, tomato - tomatoes.

6. **Irregular plurals.**

woman –women, man – men, child – children, person – people, tooth –teeth, foot – feet, mouse – mice, penny – pence

7. **No change between plural and singular.**

There are some words that are the same in the plural as in the singular:

sheep, series, fish, cod, salmon, aircraft, cattle, scissors, deer, trousers*

**fish or fishes?* The plural form fish is more common. Fishes is used when talking about different types of fish. (Oxford Dictionary)

Table 10 – Pair nouns

<i>Pair nouns</i>	
noun	sentence
Jeans	Where are my jeans ?
Glasses	She has lost her glasses .
Scissors	These scissors don't cut well.
Other nouns: binoculars, headphones, pyjamas, scales, shorts, tights, trousers	
<i>Nouns that are not used in the singular.</i>	
noun	sentence
Cattle	Male cattle are called bulls.
Clothes	He bought some new clothes yesterday.
Stairs	The children ran down the stairs .
Wages	The wages are paid on the last day of the month.
Police	Look! The police are coming.

- **The following nationalities are used in the plural:**

the Dutch, the British, the English, the French, the Spanish, the Welsh.

*The singular of the English would be: an Englishman

FOREIGN PLURAL

Table 11 – Foreign plurals

singular	plural
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Analysis	analyses
Appendix	appendixes/appendices
Axis	axes
Basis	bases
Cactus	cactuses/cacti
Criterion	criteria
Datum	data
Index	indexes/indices
Medium	mediums/media
Oasis	oases
Octopus	octopuses/octopi
phenomenon	phenomena
Syllabus	syllabuses/syllabi
Thesis	theses

Practice.

1. Write plural forms of nouns.

1. fry — _____
2. book — _____
3. arch — _____
4. fire — _____
5. fly — _____
6. clock — _____
7. dish — _____
8. burger — _____
9. miss — _____
10. catch — _____

11. foot — _____
12. wolf — _____
13. person — _____
14. analysis — _____
15. yourself — _____
16. goose — _____
17. echo — _____
18. fish — _____
19. octopus — _____
20. thief — _____

2. Circle the right noun (singular or plural).

- 1) The cat is sitting on my *bed* / *beds*.
- 2) There are five *pencil*/*pencils* on desk.
- 3) I have two *sister* / *sisters*.
- 4) They are riding their *bike* / *bikes*.
- 5) We have a *dog* / *dogs*.
- 6) How many *book* / *books* do you have?
- 7) My mother has a new *computer* / *computers*.
- 8) There are three windows in the *room* / *rooms*.
- 9) Susan has four *poster* / *posters*.
- 10) There is one *pen* / *pens* on the floor.

3. Define a suitable form of verb 'to be' (Is or Are).

e.g. carrots are

cat _____

baggage _____

luggage _____

cacti _____

physics _____
phenomenon _____
information _____
news _____
darts _____

the Swedish _____
clothes _____
furniture _____
headphones _____
advice _____

4. Correct the mistakes in the following sentences.

1. I saw three big oxens near the cliffes.
2. There are many bacteriums under the dead tree.
3. Womans usually live longer than mens.
4. Farmer Johnson has three sheeps and two deers.
5. Robert is afraid of mouses.
6. There three zoos in the four citys close to my house.
7. You need more knifs and folks as well as tomatos and potatos.

5. Check yourself.

1. He put the two _____ under
his pillow.

- A) tooths
- B) teeths
- C) teeth

2. The two bank _____ were
open when the police arrived.

- A) saves
- B) safes
- C) safies

3. He wanted twenty _____ of
the photograph!

- A) copy
- B) copies
- C) copyies

4. You can have three _____
at the answer.

- A) guess
- B) guesses
- C) gueses

5. She had left him five
_____ in the sink to wash up.

- A) saucepanes
- B) saucepans
- C) saucepanns

6. They went to three different
_____ before they found the wedding.

- A) churchs
- B) churchies
- C) churches

7. Two of the _____ were
identified leaving the scene.

- A) thiefs
- B) thieffs
- C) thieves

8. The hotel has three _____
working in the kitchen.

- A) chefs
- B) cheves
- C) chefes

9. I was stuck behind three
_____ all of the way here.

- A) lorry
- B) lorries
- C) lorreys

10. They ate six Danish
_____ between them.

- A) pastry
- B) pastreys
- C) pastries

Unit 9 Countable and uncountable nouns

Countable Nouns

Countable nouns are things we can count – for example, cats:

- My brother has **a cat**.
- My sister has **two cats**.
- My friend has **three cats**.

Other examples of countable nouns:

- **Things** – book, table, computer, banana, shirt, television, pen, house.
- **People** – man, woman, child, friend, brother, sister, uncle, teacher, boss.

With **countable nouns**, you can use **many**, **a few**, **some**, or **any**:

- How **many** brothers do you have?
- I have **a few** books in my backpack.
- She bought **some** bananas at the store.
- Does he have **any** children?

Uncountable Nouns

Uncountable nouns are words that we can't count, or can't divide into separate parts:

- **Ideas and concepts** – love, fun, sadness, work, money, peace, safety
- **Information** – advice, information, news, knowledge
- **Categories** – music, furniture, equipment, jewelry, literature, meat
- **Liquids and foods that can't be counted** – water, butter, rice, flour, milk

With **uncountable nouns**, you can use **much**, **a little**, **some**, or **any**:

- Our teacher gives us too **much** homework!
- Add **a little** butter to the recipe.
- We heard **some** great music on the radio this morning.
- He doesn't have **any** furniture in his new house.

Don't add -s to make uncountable nouns plural:

- ~~I need **some informations** about the course.~~
- I need **some information** about the course.
- You can use other words to help:
- She bought three **bottles of wine** and five **boxes of rice**.
- He gave me two **pieces of advice**: eat less and exercise more.

Table 12 – Countable and uncountable nouns

	Countable Nouns		Uncountable Nouns	
Singular forms	✓ (verb = singular)	a book	✓ (verb = singular)	meat
Plural forms	✓ (verb =	pencils	✓	paper

	plural)		x with partitives*	a bottle of water
A/An	✓	an eraser		
The	✓	the eraser	✓	the paper
Some	✓	some erasers	✓	some paper
Numbers	✓	two erasers	x	
* a cup of coffee some boxes of cereal two glasses of water three bowls of rice				
	When to Use		Examples	
Some	In affirmative sentences.		She drank <i>some</i> water.	
			There are <i>some</i> notebooks.	
Any	In questions and negative sentences.		Is there <i>any</i> water?	
			Are there <i>any</i> cookies?	
			I didn't buy <i>any</i> bread.	

Countable and uncountable nouns may also be used with quantifiers. These are words that express amount or quantity.

Common examples are ***some, any, more, few, little, several.***

However, there are some quantifiers that can be used **with only countable nouns: *many, few, a few, fewer, several, many.***

E.g.

- *The citizens came to the meeting with **many** suggestions on how to improve their neighbourhood.*

- ***Fewer** tourists visited that area as it was known to be unsafe.*

Some other quantifiers can be used **with only uncountable nouns: *much, little, a bit of.***

E.g.

- *Would you like **a bit of** pepper in your soup?*

- *There's very **little** dessert left.*

Some quantifiers may be used **with both countable and uncountable nouns: *all, some, any, lots of, plenty of, enough.***

E.g.

- *He has **enough** courage to face the bullies.*

- *We have **some** plates for the party tonight.*

Practice.

1. Use **a / an** or **some** and write **C** for countable or **U** for uncountable.

- _____ money _____
- _____ ponds _____
- _____ cup of tea _____
- _____ sugar _____
- _____ bar of chocolate _____
- _____ ice-cream _____

7. _____ rice _____
8. _____ glass of water _____
9. _____ coffee _____
10. _____ cake _____

2. Complete the sentences with *some* or *any*.

1. I'd like ...some... ice cream.
2. Here are.....letters for you.
3. Are therestudents in the classroom?
4. There'sstrawberry shake for you.
5. You must buy.....new pencils.
6. I took.....nice photographs of your house.
7. Are thereeggs in the fridge?
8. I'm sorry, we haven't got.....postcards at the moment.
9. She always throwscoins into the beggar's hat.
10. Aren't there.....sandwiches left?

3. Complete with *some*, *any*, *a* or *an*:

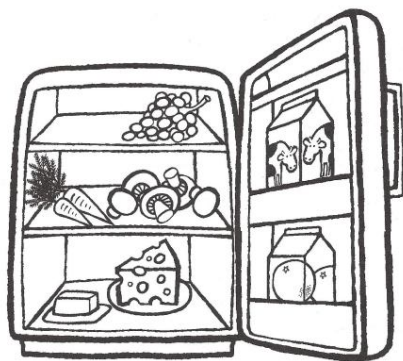
1. He is ____ boy.
2. I have ____ umbrella.
3. I have ____ apples in my bag.
4. John doesn't have ____ dictionary.
5. There aren't ____ eggs.
6. That's ____ hour we've been waiting!
7. Do you have ____ brothers and sisters?
8. I bought ____ new car yesterday.
9. There are ____ pens in that drawer.
10. Do you have to wear ____ uniform at school?

4. Circle the errors and rewrite the sentences correctly.

1. I had some coffees last night.
.....
2. My brother drinks two glass of milk every day.
.....
3. You need a piece of paper and any pencils for the test.
.....
4. There aren't any bread in the bakery.
.....
5. Is there some tea in the pot?
.....

5. Write the questions and short answers.

Table 14 — Question and short answer



	question	short answer
Eggs	<i>Are there any eggs?</i>	<i>No, there aren't.</i>
mushrooms		
butter		
beer		
cheese		
lettuce		
carrots		

Unit 10 Articles a/an, the and zero article

Table 15 — Articles a/an, the and zero article

The Indefinite Article a/an	The Definite Article the	No article
<p>is used</p> <p>1. before a singular countable noun mentioned for the first time. e.g. <i>He has a blue suit.</i> <i>Betty saw an owl last night.</i></p> <p>2. when the listener does not know which particular person or thing we mean. e.g. <i>Please give me a pen, Mary.</i></p> <p>N.B. 'a' is used before a noun beginning with a consonant sound. e.g. <i>a boy</i> <i>a one-way road</i> <i>a European</i> <i>a uniform</i></p> <p>'an' is used</p>	<p>is used</p> <p>1. to refer to a noun that has been mentioned before or that is known to both the speaker and the listener. e.g. <i>He has a dog and a cat. The dog is friendly, but the cat is not.</i> <i>The man you met just now is my uncle.</i></p> <p>2. before a comparative or superlative adjective. e.g. <i>Paul is the fatter one.</i> Compare: <i>Paul is fatter than David.</i> <i>Andrew is the fattest boy in our class.</i></p> <p>3. before an ordinal number. e.g. <i>The second chapter is very interesting.</i></p> <p>4. before a noun that is unique. e.g. <i>The sun rises in the east.</i></p> <p>5. with some adjectives to talk about a specific group of people. e.g. <i>We should be more</i></p>	<p>is used</p> <p>1. with plural nouns or uncountable nouns in general. e.g. <i>Girls like to receive flowers.</i> <i>Milk is good for both children and adults.</i></p> <p>2. before names of games, months, seven days of a week, festivals, languages and meals. e.g. <i>John does not play football.</i> <i>Mr. White is learning Chinese.</i></p> <p>3. before words like <i>bed, church, hospital, prison, school, university, etc.</i> when these places are used or visited for their primary purposes.</p>

before a noun beginning with a vowel sound. e.g. an egg an hour an MTR train	<i>concerned with the poor and the sick.</i> 6. before musical instruments. e.g. <i>I started playing the piano when I was six.</i> 7. before names of buildings, mountain ranges, seas, rivers, certain countries which start with UNITED or end in 's', and groups of islands. e.g. <i>The Lee Theatre has been pulled down.</i> <i>I really want to climb the Himalayas.</i> <i>The Atlantic Ocean separates the United States from the United Kingdom.</i>	e.g. <i>They go to church on Sundays.</i> <i>I go to bed at ten o'clock every night.</i>
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Practice.

1. Fill in the blanks with 'a' or 'an'.

- He is too busy _____ person to take long holidays.
- Johnny wants to make _____ trip to India.
- Remember to add _____ 'S' if the word is plural.
- The workers have formed _____ union.
- _____ unusual thing happened last night.
- China is such _____ fascinating country.
- ' _____ Mr. Gray came to your office this morning. I haven't seen him before,' said the secretary to her boss.
- These eggs cost \$12 _____ dozen.
- He is such _____ honorable man that I've ever met.
- What _____ pretty face she has!

2. Fill in the blanks with 'the' where necessary. Put a cross (X) if no article is needed.

- Peter has just returned from _____ States.
- We are not going to _____ school today. It's a holiday.
- We usually have _____ dinner at 7 o'clock.
- We went to Joe's birthday party last night. _____ food was nice.
- Who is _____ headmaster of this school, please?
- We are spending our holiday in _____ Philippines this summer.
- My father plays _____ tennis every Sunday morning.
- It's fun travelling by _____ air.
- Few people have been to _____ Himalayas.

10. Visitor: Where's _____ office, please?
Girl: It's on _____ fifth floor.

3. Complete the following sentences using a/an/the/0 (no article) in the underlined spaces.

Ms Parrot, (1) _____ most famous lady detective of (2) _____ twenty-first century, was born in (3) _____ United Kingdom in (4) _____ 1960s. Since then, she has been to many countries, including (5) _____ Portugal, Singapore and Australia, and has lived in (6) _____ northern hemisphere and (7) _____ southern hemisphere, as well as on (8) _____ equator. She has never been to (9) _____ Philippines or (10) _____ United States, but she speaks (11) English, French and Portuguese. Like Sherlock Holmes, (12) _____ famous detective, she plays (13) _____ violin, and sometimes practises up to five times (14) _____ day.

She is also (15) _____ only person in (16) _____ world to have performed Tchaikovsky's 1812 overture (a long piece of music) in one breath on (17) _____ recorder. She has been (18) _____ detective for thirty years and claims that although many people think that being (19) _____ detective is (20) _____ piece of cake, detectives generally work very hard and it's not all fun and games. (21) _____ detective is someone who solves mysteries, and (22) _____ people who contact Ms Parrot have some very unusual problems. Little information is available about some of (23) _____ cases she has solved, but quite (24) _____ few of her most famous cases have attracted worldwide attention and she has been offered up to (25) _____ thousand dollars (26) _____ hour to help solve mysteries such as (27) _____ case of (28) _____ Australian owl in (29) _____ uniform. (30) _____ bird laid (31) _____ egg in (32) _____ European nest in less than (33) _____ hour after its arrival. What (34) _____ strange problem!

With great (35) _____ modesty, she has either declined such (36) _____ fee or donated (37) _____ money to (38) _____ poor, or to (39) _____ Grammar Survival Fund, believing that (40) _____ detective should use their skills for (41) _____ common good.

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